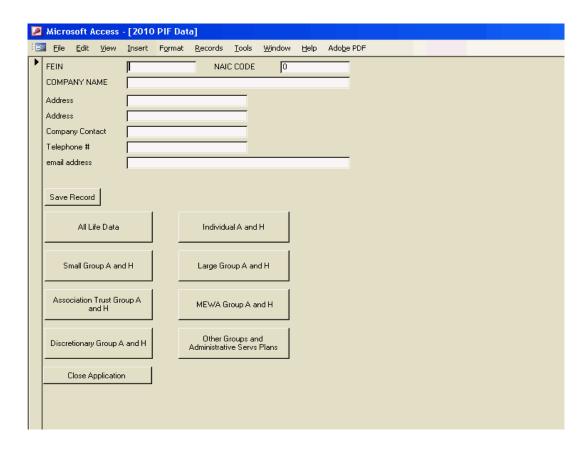
## **Instructions for Policy-in-Force**

- 1. Double click on the Policy In Force Application.
- 2. Save PolicyInForce.zip to desktop or local drive.
- Open PolicyInForce.zip and extract 2010 Policy in Force.mde. Simply opening this mde tends to cause problems. PLEASE be sure to EXTRACT the database vs opening it.
- 4. Double click the 2010 Policy in Force.mde application to begin reporting process.

The Company ID form should display when the application is opened. Below is a screen print of the required information. All information on the Company ID form must be provided prior to completing other forms. Selection of "Save Record" before proceeding will eliminate the need to input your company FEIN on each form.

## **Company ID Form**



# New Data Submission Procedure – please read

The following steps will produce a Microsoft excel file containing the company data. By submitting data in an excel format companies are no longer required to submit data through the State's secured web portal. These instructions were written based on the use of Access 2003 and Excel 97-2003 (\*.xls).

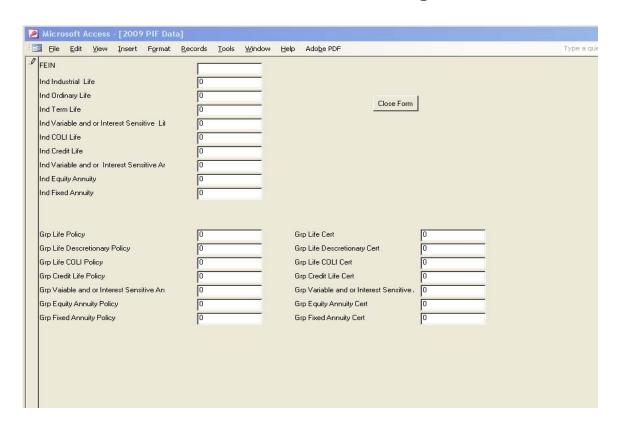
- Once the Company ID form is completed, the user may select and complete
  policy count information for each applicable category.
- See <u>Answers to Frequently Asked Questions</u> regarding submission of data for multiple companies within one data file.
- Selection of the Close Form tab from any category form returns the user to the Company ID form.
- Once all categories are completed, the user must select the "Close Application" tab from the Company ID form.
- Select "Tables" on left side if not already selected.
- Right click on "2010 PIF Data" file and select Export.
- Save in: local location, I suggest the desktop.
- <u>File name:</u> PLEASE NOTE For data file consistency the DOI requests that all file names reflect the company FEIN or NAIC # of one of the companies included in the data file. If you submit data for multiple companies in the same file simply pick one of the companies. Do not include spaces in file name. For example, the properly formatted data file would resemble: 123456789.csv.
- Save as type: Microsoft Excel 3 (\*.xls)
- Select Export
- The completed (\*.xls) file must be submitted to the Department by email at: <u>DOI.CostContainment@Illinois.gov</u>. Please include "2010 Policy in Force" in the subject line of your email.

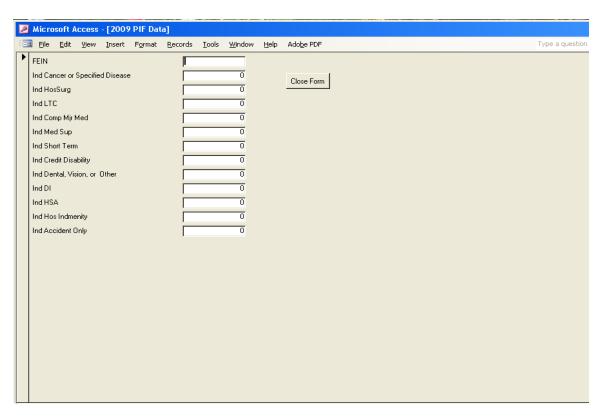
Please be advised that all companies licensed to write insurance in the State of Illinois, pursuant to Section 4, Class 1 and Class 2, are subject to the Policy-In-Force requirements. Specifically, all companies meeting either of the following conditions are required to submit data.

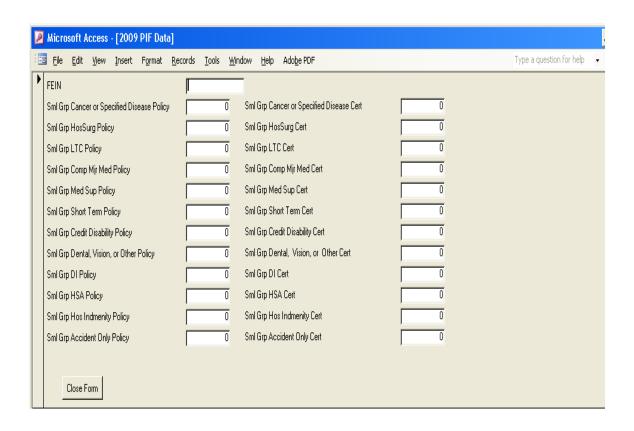
- All insurers that file under the Life, Accident, & Health; Health; or Fraternal blank and reported premiums for Illinois (line 14) on their 2009 schedule T.
- All insurers that file under the Property & Casualty blank and reported premiums on their Illinois 2009 State Page Exhibit for line 13, 14, 15.1, 15.2, 15.3, 15.4, 15.5, or 15.7.

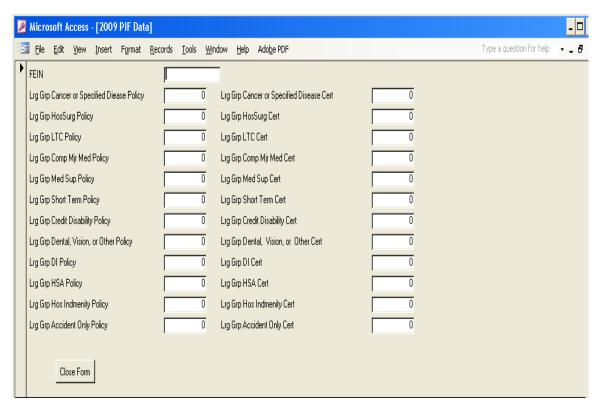
The Department will expect receipt of all data no later than May 1, 2011.

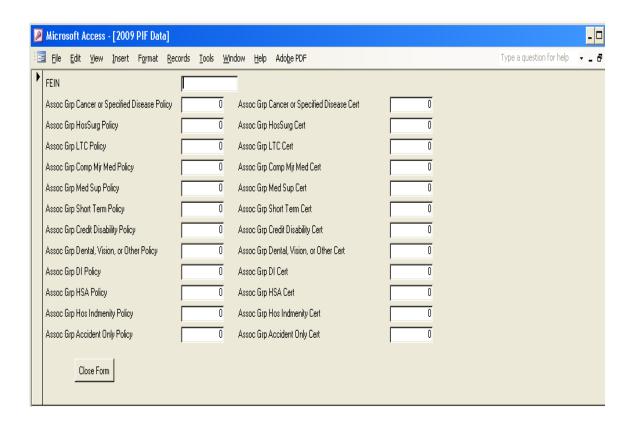
# **Screen Print for each Coverage Area**

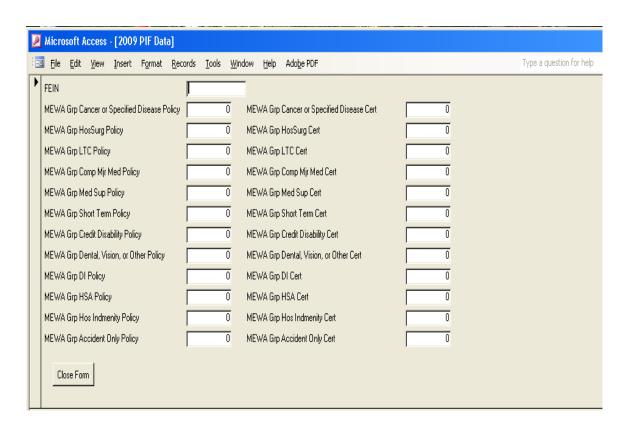




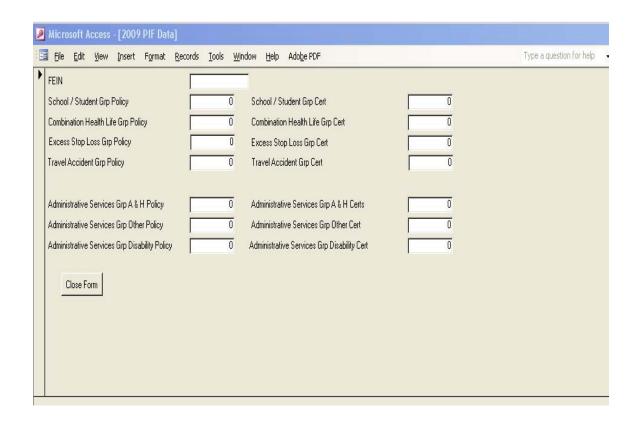












#### **Definitions:**

- 1. **Policy**: A written, signed contract of insurance between an insurance company and the policyholder.
- 2. **Certificate**: A statement issued to a member of a group certifying that an insurance contract has been written and containing a summary of the terms applicable to that member. Under group coverage, a master policy is issued to the company, association, or trust, and certificates of insurance are given to the individuals covered by the term of the policy.
- 3. **Small Group**: Less than 50 certificates, coverage not otherwise defined or assigned to any other category provided.
- 4. **Large Group**: More than 50 certificates, coverage not otherwise defined or assigned to any other category provided.
- 5. **Association Group**: Any health plan regardless of # of certificates sponsored by an association. The programs are generally large groups. Insurers market & underwrite on an individual basis. Certificate holders are generally individually underwritten.
- 6. **MEWA (Multiple Employer Welfare Arrangement)**: Provides benefits to employees of two or more private employers. They are most often regulated by the Employee Retirement Income Security Act (ERISA)
- 7. **Discretionary Group**: Do not meet the requirements as a traditional group, such as employer/employee or association groups. The insured certificate holders do not have any association/affiliation with each other, as in employer/employee groups, other than being a holder of the same credit card. Also, there could be a trust set up to be the master policy holder, such as a bank. If the group does not meet the definition under 215 ILCS 5/367 or 367a they are considered a discretionary group. Certificate holders are generally individually underwritten.
- 8. Administrative Services Plans are defined in Section 215 ILCS 5/511.100 of the Illinois Insurance Code. The specific definition of "Administrator", located in Section 511.101, identifies any person that adjusts or settles clams on behalf of a plan sponsor or insurer for a fee as an administrator.

## **Answers to Frequently Asked Questions**

- 1. Variable and or Interest Sensitive categories include all products where performance is dependent on an underlying security or interest index.
- 2. Medicare advantage plus programs are not collected at this time.
- 3. HMO's or LHSO's are not required to provide any data at this time.
- 4. Medicaid data is not currently collected
- 5. Companies with no policy information must notify the Department to satisfy the reporting requirements by provide a letter or e-mail to the address below.

6. Submission of data for multiple companies within one data file is completed by simply selecting a new record on the bottom of the Company ID form. It appears as a triangle followed by an \*. This creates a blank new record in which you can provide data for your next company.

## Saving data:

Data is automatically saved when the application is closed.

#### Completion:

This data call may be submitted via regular mail or by e-mail. The Department strongly encourages the electronic submission of data by emailing your completed (\*.xls) file to: <a href="mailto:DOI.CostContainment@Illinois.gov">DOI.CostContainment@Illinois.gov</a>. Company data may also be submitted by sending a CD to:

Illinois Department Insurance Cost Containment Section 320 West Washington Street, 5<sup>th</sup> Floor Springfield, IL 62786 Attn: Robert P. Rapp

If you have any questions, please contact Robert Rapp at 217-785-1680.